

ICPC ADOPTION REQUEST CHECKLIST

(All Requests Must be Submitted in TRIPLICATE)

Adoptive Home Study and Conversion Requests

- ☐ 100A form requesting adoptive home study
- ☐ TPR and all other court orders / legal documents on child(ren)
- ☐ Complete social / medical / psychological / educational history on child(ren)
- ☐ IV-E documentation on child(ren)
- ☐ Financial / Medical Plan
- ☐ Cover letter

Newborn Adoptive Placement Requests (WI does not accept UNBORN baby requests.)

- ☐ 100A form requesting adoptive placement
- ☐ TPR Order (needed if finalizing in WI) or Relinquishment (approved as a "legal risk" placement)
- ☐ Family History / Medical / Genetic Questionnaire (form CFS-149) signed by birthparents or explanation if both have not completed this
- ☐ Family History Pregnancy and Delivery Information Questionnaire (form CFS-149A)
- ☐ Hospital records: discharge summary, medical records
- ☐ Social history of birthmother and birthfather
- ☐ Birthparents counseling summary
- ☐ Report to the court (if WI is sending state)
- ☐ Adoptive home study
- ☐ Private adoptions only: statement of expenses paid to birthparent(s) by adoptive parents
- ☐ Other: Any other documentation to meet the requirements of another state
- ☐ Federal Express envelope for the receiving state with postage to contain 2 copies of request
- ☐ Send this information via Federal Express ONLY to:

WI ICPC
Department of Health and Family Services
1 West Wilson Street, Room 558
Madison, WI 53702

Older Children Adoptive Placement Requests

- ☐ 100A form requesting adoptive placement
- ☐ TPR Order or Relinquishment (if pending, may approve as "legal risk placement")
- ☐ Social history of birthmother and birthfather
- ☐ Report to the court
- ☐ Current adoptive home study
- ☐ Current foster home license
- ☐ Documentation of 3 pre-adoptive placement visits (for special needs children only)
- ☐ Other: Any other documentation to meet the requirements of another state